

Architectural and Engineering Roster Registration Guide:

https://procurement.kingcounty.gov/procurement_OVR/myaccount.aspx

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Need to sign up?

Register Here

[Register Now](#)

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Why Register?

- manage your own personal account
- receive notifications of new advertised solicitations
- sign-up as official bidder/ proposer on advertised solicitations
- receive notifications of addenda issued

Already have an account?

Login Here

Username:

Password:

[Forgot your password?](#)

Legal Notice

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

1. You have to be a King County OVR (Online Vendor Registration) registered Vendor to participate in the online "Roster Application" system. Click "Register Now" to register.
2. If you are a registered vendor, enter your Username and Password.

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Welcome, **Lyza** ([Logout](#) , [My Account](#)) [print](#)

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Legal Notice


King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.

1. Click "Roster Membership" inside of page tab.

SCREEN SHOT 3A:

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Welcome, **Lyza** ([Logout](#) , [My Account](#)) 

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Roster Membership

ROSTER TYPE	APPLICATION STATUS	ACCESS TO ROSTER ACCOUNT
Architectural & Engineering Roster		Apply for membership in the Architectural & Engineering Roster
Small Works Roster		Apply for membership in the Small Works Roster

Legal Notice

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.

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1. Click "Apply for membership in the Architectural and Engineering Roster" under "Access to Roster Account" column.

SCREEN SHOT 3B/ ARCHITECTURAL AND ENGINEERING ROSTER:

PROCUREMENT You're in: [PROCUREMENT](#) » [Solicitations](#) » A & E Roster

Welcome, **Lyza** ([Logout](#) , [My Account](#)) 

Architectural & Engineering Roster Account

Create an Architectural & Engineering Roster Account

King County Procurement & Contract Services Section (PCSS) is soliciting firms for inclusion in King County Architectural & Engineering Roster (Roster). This is a web-based process - all documents will be submitted electronically. Projects solicited by the County under this Roster will not be advertised. This Roster will be used to award contracts for consulting services such as architecture, engineering, planning, surveying, and other professional services, where the estimated cost of the contract work is less than \$300,000. King County encourages Small Contractor and Supplier (SCS) firms to participate in the Roster process.

To be included on the Roster, all interested consultants must complete an Architectural & Engineering Roster Application. Work under the Roster will be designated by categories. Consultants are encouraged to apply only for those categories or disciplines they are qualified to perform. These qualifications are subject to confirmation by the County. Where possible, a minimum of five (5) consultants from a Roster category will be invited, on a rotational basis, to submit Statements of Qualification for a solicited project.

In order to be placed on the Roster, a consultant must meet the following minimum qualifications:

- Applicable license (e.g., Architecture, Engineering);
- Category(s) of work selected;
- Project Examples for each category selected;

If you have questions regarding the procurement process, contact Gib Myers at 206-263-9323.

IMPORTANT: By creating, accessing and managing an Architectural & Engineering Roster account you certify that you are an authorized representative of OrganizationTest03082010 and that, to the best of your knowledge, the information you provide in this website is an accurate statement of facts. Failure to maintain accurate, current account information may cause you not to receive notifications of contracting opportunities, and may be grounds for removal from the Architectural & Engineering Roster program and/or deactivation of your OVR account.

[Create an Architectural & Engineering Roster Account](#)

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1. Read the Statement of Certification/ Disclaimer.
2. Click "Create an Architectural and Engineering Roster Account"

YOU WILL NOW ENTER INFORMATION TO CREATE YOUR ORGANIZATION'S ROSTER ACCOUNT.

SCREEN SHOT 4A/ARCHITECTURAL AND ENGINEERING:

Architectural & Engineering Roster Account

Welcome, **Maria** (Logout, My Account) [print](#)

Manage My Architectural & Engineering Roster Account

STATEMENT OF CERTIFICATION: By creating, accessing and managing an Architectural & Engineering Roster account you certify that you are the authorized representative of **Test11_12_1020** for this roster program with authority to submit proposals on behalf of **Test11_12_1020** in response to any Requests for Proposals you receive under this program and that, to the best of your knowledge, the information you provide in this website is an accurate statement of facts. Failure to maintain accurate, current account information may cause you not to receive notifications of contracting opportunities, and may be grounds for removal from the Architectural & Engineering Roster program and/or deactivation of your OVR account.

Account Status: Application In-Progress

Organization Name: Test11_12_1020

Authorized Representative Name:

OVR username:

Email Address:

[Transfer this account to another person](#)
[Deactivate this account](#)
[Delete this account](#)

You have chosen to create an Architectural & Engineering Roster account for your firm. Your account application is now in-progress. Please take the following steps to complete your application:

Step 1: Organization Information
Review and update your firm's business information.

Step 2: Washington State Professional License(s)
Enter applicable professional licenses.

Step 3: Category(s) of Work

- Select a maximum of 10 categories.
- Provide 2 project examples that have been completed which demonstrate your firm's experience in each category of work selected.

Step 1: Organization Information
 Step 2: Washington State Professional License(s)
 Step 3: Category(s) of Work

1. Read the instruction carefully.
2. Go to "Organization Information" tab, inside of page.

SCREEN SHOT 5/ARCHITECTURAL AND ENGINEERING ROSTER:

Architectural & Engineering Roster Account

Welcome, **Lyza** (Logout, My Account) [print](#)

Manage My Architectural & Engineering Roster Account

1. Organization Information

ORGANIZATION

Name: OrganizationTest03082010

IRS Official Name: OrganizationTest

UBI Number:

Business License:

SCS Number:

If you are not currently a certified firm in the King County Small Contractor and Supplier directory and are interested in becoming certified, please access [the King County Small Business Programs website](#)

2. Washington State Professional License(s)
 3. Category(s) of Work

1. Update your organization information.
2. Provide/update UBI Number and SCS Number. (Optional)
3. Click "Update" button if you made changes.

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Welcome, Lyza (Logout , My Account)

Architectural & Engineering Roster Account

Manage My Architectural & Engineering Roster Account

1. Organization Information

2. Washington State Professional License(s)

Enter your firm's Washington State Professional License(s) below.
Examples: Architecture, Engineering, etc.

License Name/Type

License Number

3. Category(s) of Work

1. Enter all of your organization's Washington State Contractor licenses, no limit in number of entries.
2. Go to "Category's of Work" tab, inside of page.

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Welcome, Lyza (Logout , My Account)

Architectural & Engineering Roster Account

Manage My Architectural & Engineering Roster Account

1. Organization Information

2. Washington State Professional License(s)

NAME/TYPE	NUMBER	STATE		
Dummy AE License	1234	WA	Edit	Delete

Enter your firm's Washington State Professional License(s) below.
Examples: Architecture, Engineering, etc.

License Name/Type

License Number

Information was added.

3. Category(s) of Work

Screen shot of page with data information added.

SCREEN SHOT 7A/ ARCHITECTURAL AND ENGINEERING ROSTER:

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Welcome, Lyza (Logout , My Account)

Architectural & Engineering Roster Account

Manage My Architectural & Engineering Roster Account

1. Organization Information

2. Washington State Professional License(s)

3. Category(s) of Work

[Update Categories of Work](#)

Submit for Evaluation

Establishing categories of work for you Organization is a three step process:

1. Add/Update categories of work. Select up to 10 categories.
2. Enter 2 project examples demonstrating your organization's qualifications to perform work in each category you select.
3. Click the "Submit for Evaluation" button.

IMPORTANT:

- The submit button will be available after you have entered the required number of project examples for at least one category of work with a status of Application In-Progress.
- You may select multiple categories, enter project examples for each, then click the submit button to send all items for evaluation.

1. Read the direction carefully. There are 4 steps to add/update your category(s) of work.
2. Click "Update Categories of Work".

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401 Fifth Ave., 3rd Floor
Seattle, WA 98104

Architectural & Engineering Roster Account

Manage My Architectural & Engineering Roster Account

1. Organization Information

2. Washington State Professional License(s)

3. Category(s) of Work

[Update Categories of Work](#)

Submit for Evaluation

Establishing categories of work for you Organization is a three step process:

1. Add/Update categories of work. Select up to 10 categories.
2. Enter 2 project examples demonstrating your organization's qualifications to perform work in each category you select.
3. Click the "Submit for Evaluation" button.

IMPORTANT:

- The submit button will be available after you have entered the required number of project examples for at least one category of work with a status of Application In-Progress.
- You may select multiple categories, enter project examples for each, then click the submit button to send all items for evaluation.

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED	PROJECT EXAMPLES
Acoustical Engineering	Application In-Progress	2	View/Edit Project Examples
Aerial Photo Analysis and Mapping	Application In-Progress	0	View/Edit Project Examples
AHERA Building Inspection/Asbestos Survey	Application In-Progress	0	View/Edit Project Examples
Air Quality Analysis	Application In-Progress	0	View/Edit Project Examples
Airport Operations	Application In-Progress	0	View/Edit Project Examples

Screen shot of page with categories of work added.

1. Do not click the "Submit for Evaluation" button until you have added/updated all the categories of work entries you wish to make for the time being.

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Procurement and Contract Services Section

401 Fifth Ave., 3rd Floor
Seattle, WA 98104

Phone: 206-263-9400
TTY Relay: 711
CNK-FS-0340

Architectural & Engineering Roster Account [print](#)

Manage My Architectural & Engineering Roster Account

1. Organization Information

2. Washington State Professional License(s)

3. Category(s) of Work

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED	PROJECT EXAMPLES
Acoustical Engineering	Submitted	2	View/Edit Project Examples
Aerial Photo Analysis and Mapping	Application In-Progress	0	View/Edit Project Examples
AHERA Building Inspection/Asbestos Survey	Application In-Progress	0	View/Edit Project Examples
Air Quality Analysis	Application In-Progress	0	View/Edit Project Examples
Airport Operations	Application In-Progress	0	View/Edit Project Examples

[Update Categories of Work](#)

Your information has been submitted. A King County Contract Specialist will review your account within 2 business days. The results of your evaluation (Approved or Rejected) will be posted in the Status column of your Categories of Work table above.

Establishing categories of work for you Organization is a three step process:

1. Add/Update categories of work. Select up to 10 categories.
2. Enter 2 project examples demonstrating your organization's qualifications to perform work in each category you select.
3. Click the "Submit for Evaluation" button.

IMPORTANT:

- The submit button will be available after you have entered the required number of project examples for at least one category of work with a status of Application In-Progress.
- You may select multiple categories, enter project examples for each, then click the submit button to send all items for evaluation.

Screen shot of page after roster application/ category(s) of work information have been submitted for evaluation.

Reference for "Status" of Category(s) of Work:

Status of Category(s) of Work	Description
Application In-Progress	Roster application has been initiated, but not completed.
Submitted	Roster application has been completed and submitted for evaluation. 2 scenarios possible: <ul style="list-style-type: none"> - Vendor required document (LPW)/information plus at least one category of work with 2 project examples submitted for approval. - An approved vendor submits additional category (s) of work with the corresponding 2 project examples.
Approved	2 scenarios: <ul style="list-style-type: none"> - Vendor is approved for roster program, [URL of roster home page]. - Vendor is approved for a specific category of work [URL of roster home page].
Rejected	2 scenarios: <ul style="list-style-type: none"> - Vendor is rejected for roster program, [URL of roster home page]. - Vendor is rejected for a specific category of work [URL of roster home page].
Deactivated	Vendor may be deactivated per action taken by vendor in lieu of termination of employment from organization, or due to obsolete/inactive account.

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Architectural & Engineering Roster Account - Add/Remove Categories of Work

[Go back to Architectural & Engineering Roster Account > Category\(s\) of Work](#)

IMPORTANT:

1. Deselecting a category of work for your firm will delete all associated project examples, and your firm will not be considered eligible for the category unless you re-apply in the future.
2. You will not be able to add/remove categories, or edit project examples, while your account or category status is Submitted.

	CATEGORY OF WORK	NUMBER OF PROJECT EXAMPLES ENTERED		STATUS
<input type="checkbox"/>	Acoustical Engineering	0	View/Edit Project Examples	
<input type="checkbox"/>	Aerial Photo Analysis and Mapping	0	View/Edit Project Examples	
<input type="checkbox"/>	AHERA Building Inspection/Asbestos Survey	0	View/Edit Project Examples	
<input type="checkbox"/>	Air Quality Analysis	0	View/Edit Project Examples	
<input type="checkbox"/>	Airport Operations	0	View/Edit Project Examples	
<input type="checkbox"/>	Airport Planning and Development	0	View/Edit Project Examples	
<input type="checkbox"/>	Alternative Energy Production Facility Engineering	0	View/Edit Project Examples	
<input type="checkbox"/>	Aquatic Habitat - Evaluation/Management/Mitigation/Monitoring	0	View/Edit Project Examples	
<input type="checkbox"/>	Archaeological and historic resource services	0	View/Edit Project Examples	
<input type="checkbox"/>	Archaeology/Anthropology and Tribal Issues	0	View/Edit Project Examples	
<input type="checkbox"/>	Architecture - Bridge Design	0	View/Edit Project Examples	

Screen shot of page, with no "Category of Work" chosen.

1. Read the direction carefully.
2. Check/Add "Category of Work". Limit to ten (10) items.
3. To add project example to selected Category of work, click "View/Edit Project Examples", 4th column.
4. To view a summary of selected "Category of Work" items, click "[Go back to Small Works Roster Account > Category\(s\) of Work](#)" at the top/bottom of the page.

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Architectural & Engineering Roster Account - Add/Remove Categories of Work

[Go back to Architectural & Engineering Roster Account > Category\(s\) of Work](#)

IMPORTANT:

1. Deselecting a category of work for your firm will delete all associated project examples, and your firm will not be considered eligible for the category unless you re-apply in the future.
2. You will not be able to add/remove categories, or edit project examples, while your account or category status is Submitted.

	CATEGORY OF WORK	NUMBER OF PROJECT EXAMPLES ENTERED		STATUS
<input checked="" type="checkbox"/>	Acoustical Engineering	2	View/Edit Project Examples	Application In-Progress
<input checked="" type="checkbox"/>	Aerial Photo Analysis and Mapping	0	View/Edit Project Examples	Application In-Progress
<input checked="" type="checkbox"/>	AHERA Building Inspection/Asbestos Survey	0	View/Edit Project Examples	Application In-Progress
<input checked="" type="checkbox"/>	Air Quality Analysis	0	View/Edit Project Examples	Application In-Progress
<input checked="" type="checkbox"/>	Airport Operations	0	View/Edit Project Examples	Application In-Progress
<input type="checkbox"/>	Airport Planning and Development	0	View/Edit Project Examples	
<input type="checkbox"/>	Alternative Energy Production Facility Engineering	0	View/Edit Project Examples	
<input type="checkbox"/>	Aquatic Habitat - Evaluation/Management/Mitigation/Monitoring	0	View/Edit Project Examples	
<input type="checkbox"/>	Archaeological and historic resource services	0	View/Edit Project Examples	

Screen shot of page with category(s) of work selected.

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Architectural & Engineering Roster Account - View/Edit Project Examples

Welcome, Lyza (Logout , My Account) 

REMINDER:

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- [Go to Architectural & Engineering Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have completed two project examples for this category.

[Go to Add/Remove Category\(s\) of Work](#)

[Go to Architectural & Engineering Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have entered two project examples for this category.

Screen shot of page with no category(s) of work selected.

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Architectural & Engineering Roster Account - View/Edit Project Examples

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED
Aerial Photo Analysis and Mapping	Application In-Progress	0

REMINDER:

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- [Go to Architectural & Engineering Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have completed two project examples for this category.

ENTER NEW PROJECT EXAMPLE

Project Name:

Project Location:

Owner/Agency Info:

Please provide:

- Owner/Agency name and address
- Current name, phone number and email address of owner's project representative or other person who can verify Consultant's experience on this project.

(250 characters maximum - multiple lines allowed)

Consultant Project Role:

Scope of Work:

(500 characters maximum - multiple lines allowed)

[Add Project Example](#)

[Go to Add/Remove Category\(s\) of Work](#)

[Go to Architectural & Engineering Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have entered two project examples for this category.

1. Read the direction carefully.
2. Click "Add Project Example". Provide two (2) project examples.
3. To add or delete a category of work, click "[Go to Add/Remove Category\(s\) of Work](#)"

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Architectural & Engineering Roster Account - View/Edit Project Examples

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED
Acoustical Engineering	Application In-Progress	1

REMINDER:

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- Go to [Architectural & Engineering Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have completed two project examples for this category.

PROJECT EXAMPLES		
Project Name: example 1 Project Location: example 1 Owner/Agency Info: example 1 Consultant Project Role: example 1 Scope of Work: example 1 example 1 example 1 example 1	Edit	Delete

ENTER NEW PROJECT EXAMPLE

Project Name:
Project Location:
Owner/Agency Info:
Please provide:

- Owner/Agency name and address
- Current name, phone number and email address of owner's project representative or other person who can verify Consultant's experience on this project.

example 2
example 2
(250 characters maximum - multiple lines allowed)
example 2

Consultant Project Role:
example 2

Scope of Work:
(500 characters maximum - multiple lines allowed)
example 2 example 2 example 2 example 2 example 2

[Add Project Example](#)

[Go to Add/Remove Category\(s\) of Work](#)
[Go to Architectural & Engineering Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have entered two project examples for this category.

Screen view with a "Category of Work" chosen and two project examples entered.

- If you have entered 2 project examples for this category, click "[Go to Small Works Roster Account > Category\(s\) of Work](#)" to view a summary list of selected category(s) of work and project examples."